

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Planner	DISTRICT/DIVISION/OFFICE District 1 – Division of Planning and Local Assistance	
WORKING TITLE Native American Liaison	POSITION NUMBER 901-800-4724-xxx	EFFECTIVE DATE August 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the general direction of the Deputy District 1 Director for Planning and Local Assistance, the Native American Liaison is responsible for overseeing, developing, and managing District 1 Native American relations and communications, and acts as the primary initial contact person for all Native American tribes, Native Americans, Native American organizations, and Caltrans staff needing assistance with Native American issues for District 1. This includes project development, construction, route planning, project planning, and maintenance. Additionally, the Native American Liaison will function as liaison between Region Transportation Planning staff and Headquarters Transportation Planning staff for Native American issues, especially those issues identified in federal transportation authorization legislation.

TYPICAL DUTIES:

PERCENTAGE

Essential (E)/Marginal (M)

JOB DESCRIPTION

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| 40% (E) | <p>Act as liaison between individual functional areas and Tribes by performing the following tasks:</p> <ul style="list-style-type: none"> • Consult with tribes and provide aid in understanding of Transportation planning concepts and possible impacts to areas adjacent to projects. • Work with tribes to identify options, manage solutions, and review feasibility of Transportation projects. • Provide support studies and information for the other local, regional, and state planning efforts as necessary. • Provide knowledge to Caltrans Transportation Planners in effort to manage design alternatives that support tribal needs. • Assist Caltrans staff in obtaining disposal sites within tribal areas. • Work with Environmental and Right of Way staff to facilitate establishing programmatic agreements with tribal regulatory departments (THPO, tribal fisheries). • Work with Native Americans to obtain the yearly ceremony calendar of events for the Native American Tribes in District 1. • Work with CT TP to assure cultural resource consultation takes place within the government to government relationship. • Provide Region and District management with timely and accurate information about Transportation projects and operations impacted by Native American issues. |
| 20% (E) | <p>Act as the Native American Liaison by responding to inquiries from Native Americans, Native American Tribes, District Management Staff, Region Project Managers, Transportation Planning staff,</p> |

and Regional Transportation Planning Agencies. Identify concerns and facilitate responses to these concerns.

- 20% (E) Facilitate meetings between Project Development staff and tribes to initiate consultation for specific projects and offer continued help throughout project development, construction, maintenance and operations.
- 5% (E) Meet and confer with various Caltrans staff, public agency representatives, and members of the public as part of the environmental compliance and information gathering process.
- 5% (E) Process Tribal Employment Right Ordinance (TERO) agreements and act as district representative to the Strategic Partnership Coalition and the Caltrans Native American Advisory Committee.
- 5% (E) Act as liaison between Regional Transportation Planning Agency (RTPA) staff and Headquarters Transportation Planning staff. Assist tribes wishing to work with local RTPA's to develop and fund transportation projects.
- 5% (M) Assist the District Director and the Deputy District Director for Planning and Local Assistance in establishing government to government relationships with tribes.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise other employees.

KNOWLEDGE AND ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires thorough knowledge of all phases of transportation planning, including the project development process, funding, and budgeting. The incumbent must also have knowledge of Native American cultures. Must possess the ability to learn about Native American cultures in the North Region. The incumbent must have knowledge of current Native American issues and legislation. The incumbent must be able to analyze situations accurately and develop an effective course of action. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The decisions made by the incumbent will affect government to government relationships between Caltrans and Native American tribes. Additionally, decisions will affect working relationships between Caltrans staff and Native Americans in the field. Improper decisions could result in delay of field work, project delays that could increase project costs, and loss of credibility and good will for the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must effectively interact with Native American tribes, Native Americans, Native American organizations, Region, District, and Headquarters functional units, local and regional agencies, consultants, other State and Federal agencies, the media, and the general public. The incumbent will also represent the Department at public hearings and other forums.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate a computer for preparation of Project Scoping Reports, Project Scope and Summary Reports and other types of computer-generated reports and forms. May be required to move large and/or cumbersome plans and diagrams from one location to another. Must be able to travel for sustained

periods of time. When working outdoors, employees may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

Mental: Must be able to sustain mental activity to: produce reports, problem solve, analyze, provide solutions, and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain friendly and cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations; recognize emotionally-charged issues or problems and perform appropriately for a situation.

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. Travel is required, should possess a valid driver's license.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and monitors (keyboard use may approach or exceed 50% of the time). May require employee to work overtime during expected and/or unexpected peak workload periods. Employee will be required to travel in metropolitan and rural areas. May also be asked to travel outside the office and may be exposed to various elements of weather, such as sun, wind, snow, fog and rain.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. *(If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee's Name	Signature	Date
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name	Signature	Date
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